Remote Connection Instructions
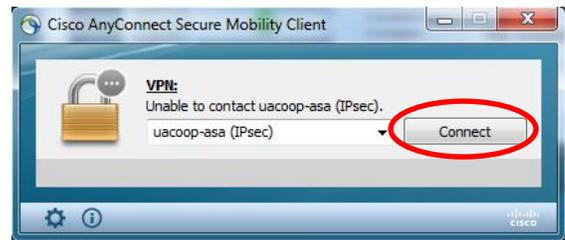
For use with VPN and VNC software previously installed.
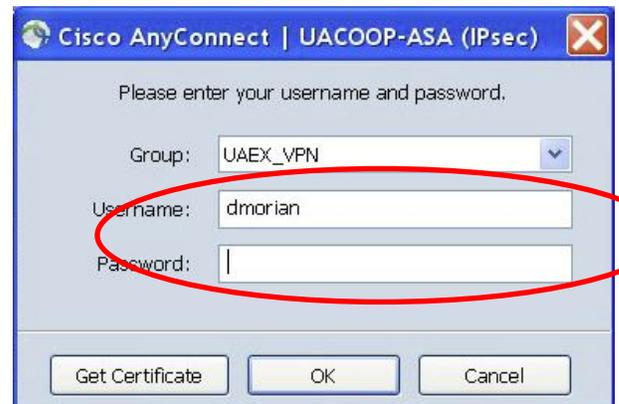
First Step – Connect to the Cisco VPN

1. Right click the **Cisco VPN icon** in the taskbar (bottom right corner).

2. Click on **Connect**. If you get an error connecting give it a few minutes and try again, you may need to do this several times. Also, make sure your internet is actually working.

3. If you receive a Security Warning click on **Connect Anyway**.

4. Enter your **Username** and **Password**. This is your Active Directory credentials. You will need to enter your password every time you connect.

5. While you are connected you will see the lock symbol over the Cisco VPN icon in taskbar (the bottom right corner).

6. Once you have completed your work disconnect from the VPN by clicking the **Cisco VPN icon** in the taskbar and then clicking on **Disconnect**.
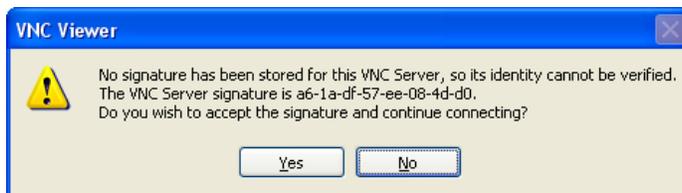
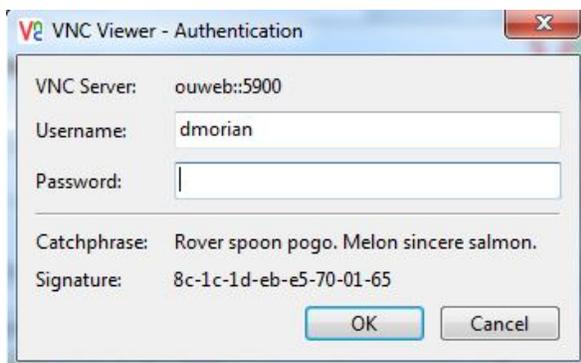**Second Step – Use the VNC Viewer to connect to your work computer**

1. Start the **VNC Viewer** on the remote computer by double clicking on the icon.

2. The VNC Viewer dialog opens. Enter the **IP number** of your work computer next to **VNC Server:** . This information was given to you on your Remote Request form. It will be **10.200.167.???**.

3. Encryption should be set to: **Let VNC Server choose**.

4. Click on **Connect**.

5. If you receive a security warning similar to these, just click on **YES**.

6. Enter your **Username** and **Password**. This password is the one you use to log onto your work computer.

7. You should now see your work computer displayed on your screen.

8. To disconnect VNC Viewer just click on the **X** in the upper right hand corner.